



# PUBLIC WORKS PERMIT APPLICATION

Permit info: \_\_\_\_\_

Application Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

FOR OFFICE USE ONLY

6015 Glenwood Street □ Garden City, Idaho 83714 □ Phone 208/472-2949 □ Fax 208/472-2996  
 Office Hours M-F 9am-12pm/ 1pm-3:30pm [building@gardencityidaho.org](mailto:building@gardencityidaho.org)  
 Inspection Hotline 208/472-2920

## CONTACT INFORMATION

**Applicant Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

\*note this person is the main contact for the project. All correspondence will be sent to this person.

**Design Professional:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**License:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Responsible Person:** \_\_\_\_\_ **RP #:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ \*note RP responsible for duration of project

**Property Owner Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PROJECT INFORMATION/DESCRIPTION:**  Grading or Site Preparation  Subdivision Construction

Water/Sewer Tap ONLY( Residential Projects No Plans Required)  Other

**Project Address:** \_\_\_\_\_ **Garden City, Idaho Zip: 837**\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel # \_\_\_\_\_

Is project in flood plain? Yes/No Flood Plain Permit # \_\_\_\_\_

\*if applicable SUB20\_\_\_\_-\_\_\_\_ CUP20\_\_\_\_-\_\_\_\_ / DSR20\_\_\_\_-\_\_\_\_ Pre-Application Meeting Date \_\_\_\_\_

**Disturbed earth quantity: ACRES** \_\_\_\_\_ **CuYds** \_\_\_\_\_

EGP/AEP20\_\_\_\_-\_\_\_\_ \*Note: An erosion control permit and plan are required for land disturbing or other construction activities.

## New connections only

**Water Service Connection:** Meter Size: 5/8" -  1"-  2"-  3"-  4"-  6"-  NA \_\_\_

**Fire Suppression Service:** 2" \_\_\_ 3" \_\_\_ 4" \_\_\_ 6" \_\_\_ 8" \_\_\_ Hydrant \_\_\_ NA \_\_\_

**Sewer Connection** Y \_\_\_ N \_\_\_ NA \_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this, I consent to any outstanding fees for work being submitted and attest that all information is complete and accurate to the best of my knowledge. Approvals will be for the submitted work only. Any changes to the site or any structures may alter the effectiveness of the drainage and grading proposed.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have completed the submittal checklist noting all applicable pages and supporting documents for the project. I attest that all information is complete and accurate to the best of my knowledge. Approvals will be for the submitted work only. Any changes to the site or any structures may alter the effectiveness of the drainage and grading proposed.

**Check List:**

- 1 set of plans, documents, and reports
- ALL Documents must also be submitted electronically  
\*All re-submittals require 1 set of resubmittal sheets and an electronic copy
- Affidavit of Legal Interest

**Resubmittals:**

- All resubmittals must be submitted with a RESUBMITTAL FORM and a detailed narrative describing all changes that which have occurred.

**Storm Drainage requirements:**

- Current Geotechnical Report meeting the requirements of the City of Boise storm water management design manual
- Verification that the storm drainage system infiltration surface is at least 3 vertical feet from the seasonal high groundwater
- Storm water O&M manual
- Storm water run-off report and adhere to the requirements of the Boise City storm water management design manual (except that Garden City allows systems to be placed within 3 feet of seasonal high groundwater instead of 5 feet in the Boise manual).
- Erosion & Sediment Control Plan

**Site and Landscaping requirements:**

- Site showing streets, building locations including dimensions to property lines and other buildings, water mains and fire sprinkler underground mains (include diameters), sewer mains & services (including sizes and invert elevations, designation of Fire Department Access Roadways.
- Landscaping showing type quantity and size of hardscape, shrubs and ground cover, trees (include class), tree removal locations and diameter
- Parking stalls with dimensions, number of parking spaces, off and on-site sidewalks and ramps, ramp details, at grade mechanical equipment
- Trash enclosures locations, details and dimensions

**Utility requirements**

- Backflow protection noted
- Exterior roof and overflow drain lines and sizes
- Underground sanitary waste lines and segregated grease lines – note all sizes from sewer main to the building
- Domestic water line locations & sizes from meter to the building
- Location, size, and materials of all utilities not otherwise already noted